



## **INTERIM VISIT PROFORMA**

All those architecture/town planning institutions/universities/schools where the graduating batch is not accredited yet or their interim visit was due beginning of 3<sup>rd</sup> Year of Batch Inducted are instructed to apply for interim visit.

They are instructed to upload all the relevant documents on **accessible online cloud storage (Google Drive, Drop box, etc)**, and provide us with the link and the password (if any) or on the **institutions' official website**. The link should be provided at least 15 days prior to the scheduled virtual visit, late sharing will definitely delay your accreditation process.

These documents should be legible, concise, categorized, and bound in a folder containing all the following information. It is recommended that the information is provided in one folder and received in one installment.

PCATP strongly discourages uploading documents on a social media platform such as institution's Facebook/YouTube page.



Documents	Virtual Accreditation
1. Name of the Program	
2. Name of Degree Awarding Institution	
3. Date of Zero visit	
4. Student Strength (yearly/ batch wise) of all existing batches	Fill in Annex A
5. Faculty Summary	Fill in Annex B and Standard data sheet and attach CV's, contracts and copies of Post graduate degree (M. Arch and PhD)
6. Students-Teacher Ratio	Student Teacher ratio for (a) Studio Course (b) Theory Course
7. Average Work load of faculty	Average credit hour load for each; (a) Lecturer (b) Assistant Professor (c) Associate Professor (d) Professor Average contact hour load for each; (a) Lecturer (b) Assistant Professor (c) Associate Professor (d) Professor
8. Evaluation of students' work (portfolios, exam sheets, attendance sheets)	Two portfolios in each category of top student, average and fail student with the grading sheets filled by internal and external jurors. -Two evaluated and graded theory exam and answer sheets in each category of top student, average and fail student. Uploaded on the shared link/website
9. Labs/Workshops	Designated Floor Plans on zero visit and now(if any changes) uploaded on link/website
10. Library	No. of books/journal added since Zero visit + Designated Floor Plans on zero visit and now(if any changes) uploaded on link/website



**PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS (ORDINANCE IX of 1983)**

<b>11. Lecture Rooms</b>	Designated Floor Plans on zero visit and now(if any changes) uploaded on link/website
<b>12. Studios</b>	Designated Floor Plans on zero visit and now(if any changes) uploaded on link/website
<b>13. Other Allied Facilities (Internet, Auditorium, Seminar Halls, Sports, Hostel, etc.)</b>	Designated Floor Plans on zero visit and now(if any changes) uploaded on link/website
<b>14. Details of Budget (Allocation and Utilization of Developmental, Operational Budget)</b>	Fill in Annex C -Indicate source of funds. -Indicate if you have cut down salaries of any faculty members. Also show the deducted percentage
<b>15. CQI- Compliance /Progress from zero report</b>	Fill in Annex D



**BATCH WISE STUDENT STRENGTH**

<b>Year/Batch (Spring or Fall)</b>	<b>Allowed Intake</b>	<b>Batch wise Enrollment</b>	<b>Present Strength</b>	<b>No of Sections</b>



**ANNEX – B**

**FACULTY SUMMARY**

Sr. No.	Name of Faculty Member	PCATP Registration Number (if any)	Designation	Joining Date	Nature (Full Time / Part Time)	Details of Qualifications					Experience*		Utilization (Dedicated / Shared)
						Qualification (B.Arch./M. Arch. / BSc CRP / MSc CRP or any other)	Passing Year	Attach Following Documents			Total Years	Teaching Specific	
								CV	Degree(s)	Experience Letter(s)			
1.													
2.													
3.													
4.													
5.													



**BUDGET HIGHLIGHTS**

<b>Particulars</b>	<b>Amount in Rs.</b>
<b>i. Capital receipts</b>	
• Grant from Central and State Governments	
• Grant from other funding agencies	
• Donations and receipts from any other source	
• Any other, Please specify	
<b>ii Receipts from students</b>	
• Tuition fee	
• Development fees	
• Any other, Please specify	
<b>iii. Any Other sources, Please specify</b>	
<b>Total Receipts</b>	



PAKISTAN COUNCIL OF ARCHITECTS AND TOWN PLANNERS (ORDINANCE IX of 1983)

Expenditure Head	Budget (In Rs.)	Expenditure Incurred (In Rs.)
<b>i. Workshops/Computing Centre/</b>		
<b>Studio</b>		
*New Equipment's		
*Furniture		
*Operation & Maintenance		
<b>ii. Salary*</b>		
* Salary of teaching Staff		
* Visiting Faculty (Rates/ Teaching hour)		
* Salary of Non-teaching staff		
<b>iii. Faculty/ Staff development</b> (Seminars/Workshops/Incentive scheme/ Training/ Higher Studies)		
<b>iv. Library</b>		
* Books		
*Journal		
*e-resources		
<b>v. Services</b>		
* Administration/Transport/Hostels/ Canteen/Security Water/Electricity/ P & T:		
* Hostel Maintenance		
vi. Students Activities		
*Extracurricular/Co-curricular/Sports/ Cultural:		
<b>vii. Miscellaneous Expenses</b>		

\*Explanation for any difference. Indicate the salary cuts



**COMPLIANCE/PROGRESS REPORT**

Last Observations of PCATP team	Compliance/Progress
Faculty:	
Curriculum:	
Labs/Workshops:	
Infrastructure:	